

**OFFICIAL MEETING MINUTES  
OF THE  
INFRASTRUCTURE SURTAX  
INDEPENDENT CITIZEN OVERSIGHT COMMITTEE  
PALM BEACH COUNTY, FLORIDA**

**JULY 19, 2018**

**THURSDAY  
10:01 A.M.**

**VISTA PARKWAY  
WEST PALM BEACH, FL**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

**MEMBERS:**

Philip Ward, Chair  
Kimberly Weston, Vice Chair – Arrived later  
John Ahrenholz – Absent  
Maria Antūna – Absent  
Leontyne Brown – Absent  
Debra Chandler  
Mark Elhilow – Absent  
Mary Evans – Absent  
Patrick Franklin - Absent  
Glen Harvie  
Rex Kirby – Arrived later  
Frank Lewis  
Denise Palmatier – Absent  
John Smith  
Christine Thrower  
Lee Waring  
Michael Weiner

## 2. – CONTINUED

### COUNTY STAFF:

Sherry Brown, Director, Office of Financial Management & Budget (OFMB)  
Eric McClellan, Director, Facilities Development & Operations (FD&O)  
Strategic Planning Director

### ADMINISTRATIVE STAFF:

Julie Burns, Deputy Clerk, Clerk & Comptroller's Office

(CLERK'S NOTE: Rex Kirby and Kimberly Weston joined the meeting.)

## 3. APPROVE MINUTES – APRIL 19, 2018

**MOTION to approve the April 19, 2018 minutes. Motion by Christine Thrower, seconded by Debra Chandler, and carried 10-0. John Ahrenholtz, Maria Antuña, Leontyne Brown, Mark Elhilow, Mary Evans, Patrick Franklin, and Denise Palmatier absent.**

## 4. REVENUE REPORT

Sherry Brown, OFMB Director, said that:

- The Fiscal Year (FY) 2018 budget was \$68.8 million to date.
- \$51.8 million was collected in infrastructure sales tax (IST) and earned interest to date.
- April 2018 showed a 5.5% increase in IST revenue from the same time last year.
- If the current trend continued, approximately \$14 million to \$16 million would be collected over the budgeted amount while \$700-million worth of projects still needed to be completed.
- The IST Project Plan (Plan) estimated a 3% yearly revenue increase with possible fluctuations over the 10-year collection period.

#### 4. – CONTINUED

- Additional revenue would be placed in general reserves for projects needing to be moved up or for current projects containing cost overruns.
- To date, \$366 million in IST revenue was collected for the County, the municipalities, and the School District of Palm Beach County.
- Per County ordinance, the IST would end before the 10-year period if a total of \$2.7 billion was collected before September 1 of any given year.
- The State projected IST revenue for 2019 at approximately \$86 million, but the projects scheduled for 2019 only called for about \$70.9 million in revenue.
  - At this point, no 2019 projects were expected to change so OFMB would place the leftover revenue into the reserves.
  - Any project changes would come before the committee for approval.

#### 5. EXPENSE REPORT

Jonathan Jordan, Principal/Senior Project Manager for Jacobs Project Management Company, said that:

- The July 2018 IST Appropriated Detailed Report (report) indicated total expenditures of \$23.8 million, which was about \$5.5 million more than April's report.
- Completed projects were listed on the report in bold italics.
- Any remaining funds left from the completed projects were placed into a reserve account.

In response to a question regarding budgeted funds leftover from completed projects, Steve Carrier, Assistant County Engineer, explained that:

- It was difficult to gauge project costs because estimates were based on a 10-year period.
- Project costs were anticipated to be under budget for the first few years and possibly over budget in the latter years.

## 5. – CONTINUED

- Estimates for all the resurfacing projects were done as 1 estimate.
- Cost escalations were not included for later years so costs for resurfacing projects were slightly “padded” to cover possible increases.

Eric McClellan, FD&O Director of Strategic Planning, said that:

- When developing the project list, there was no specific assessment on every project or proposals for services from professional consultants.
- Project costs were based on historical information and best guesses at the time the project list was compiled.
- Caution should be taken about accelerating projects or exhausting the reserve balance because future costs and economic conditions were unknown.

Ms. Brown stated that the County’s IST estimated revenue, based on the State’s \$2.7 billion estimate, was about \$800 million over the 10-year period.

Mr. Jordan said that:

- The reserve dollars for the Engineering Department were just under \$750,000 and were reflected on page 3 of the report.
- A request was made to create a hyperlink between the reports, but there were insufficient resources for implementation.
- New and closed out projects since the prior report were now highlighted in boldfaced, italicized print on both the Appropriated Detailed Report and the Tracking Report.
- There was 1 transfer on today’s agenda, and a number of transfers were in progress.
- The committed costs column reflected total amounts based on a project’s currently awarded vendor contracts.

Ms. Brown stated that county staff would speak on the processes driving specific IST projects.

## 5. – CONTINUED

Mr. Carrier said that:

- The report included a completed engineering project that resurfaced 3 miles of roadway on Military Trail from PGA Boulevard to Donald Ross Road.
- Military Trail was a 6-lane roadway so a total of 18 lane miles were resurfaced.
- Drainage was the first component of the project.
  - A work order for \$100,000 was approved in 2016 for pipe repair work that was completed by the contractor for \$73,000.
- There were 2 annual paving contracts. These were unit price annual contracts that bid out items, such as milling and asphalt type and thickness.
  - The \$1.259 million work order needed Board of County Commissioner approval because it was over \$200,000.
  - The project was completed in 60 days.
- The next component was updating handicap ramps to the current standards as mandated by the Americans with Disabilities Act.
  - The \$66,000 work order was completed for \$34,000.
- Striping was the next component of the project.
  - The \$171,000 work order was completed for \$114,000.
- A \$135,000 annual work order for a traffic loop completed the resurfacing project.
- The resurfacing project took about 6 months to complete and cost slightly more than \$1.56 million, leaving \$230,000 for reserves.

## 5. – CONTINUED

- Annual engineering contracts were bid, and unit prices were obtained for work involving paving, loops, striping, minor pathways, guardrails, and landscaping.
  - Annual contracts were awarded to the lowest bidder, could be issued to more than 1 contractor, and were renewable for up to 2 years.
  - Annual contracts were expedient, allowed flexibility, and eliminated preparing bid packages every time tasks or work orders were issued.

In response to a question regarding the useful life of asphalt, Mr. Carrier clarified that the life expectancy and industry standard for resurfacing projects was 20 years; however, Military Trail was a main thoroughfare, which could only last 15 years. Residential or local streets could last 25 years. He added that guarantees on contracted work had an industry standard of 1 year.

Fernando DelDago, FD&O Director of the Capital Improvements Division (CID), said that:

- The CID, Parks & Recreation, Water Utilities, and Housing and Economic Sustainability worked together on numerous infrastructure projects.
- An example of work integration among the County departments was the [Ocean Inlet Park project in the] Town of Ocean Ridge.
  - The 9.1-acre site was located south of the Town of Manalapan on North Ocean Boulevard.
  - The project required a Type 2 transfer of IST funds because maintenance repairs involving public safety were needed.
  - Funding was originally scheduled for 2021, but the project was “pulled” forward to become a 2-phase process.
  - Phase 1 involved repairing a seawall on the site’s southern portion where the main floating docks would be located and extending the attenuator wave reducer on the far northwest corner.

## 5. – CONTINUED

- The FY 2023 budget allocated \$2.5 million for Phase 2, which would expand the Palm Beach County Sheriff's Office substation, include an ocean rescue office and a caretaker's residence, and integrate concessions.
- The CID and Parks & Recreation were partnering on 11 other projects.

Eric Call, Parks & Recreation Director, said that:

- In the 1970s and 1980s, new parks and facilities were funded through general obligation (GO) bonds, and repairs were made using residual funds from earned interest or projects that were completed under budget.
- GO bonds ended about 15 years ago, along with the residual funds.
- Many of the buildings were reaching their life cycles and needed to be repaired or replaced.
- Other departments had funding needs so a 1-cent sales tax was proposed.

Robert Hamilton, Planning, Research & Development Director for Parks & Recreation, said that:

- \$5.9 million was allocated towards community park redevelopment, of which \$1 million was for FY 2017 and \$4.9 million would be allocated for FY 2021.
- Central Palm Beach County was targeted for new neighborhood parks because the area was considered a "park desert."
- "Park deserts" were areas where no parks existed within a 10-minute walk or a half-mile radius.
- Staff was considering a publicly owned parcel adjacent to Water Utilities Plant No. 8 [on Jog Road in West Palm Beach] for a new park.

## 5. – CONTINUED

- Conceptual plans included a playground and a fitness zone. Basketball courts, a restroom, and parking could be added in future phases.
- The park was in the preliminary stages, and a request for project assignment was recently issued to the CID.
- A consultant would handle the engineering and project approval aspects.
- The design process should begin in a few months, with groundbreaking possibly in early 2019.
- Staff would continue reviewing other potential park sites while targeting areas that were economically disadvantaged.

Lee Waring asked how constructing new neighborhood parks related to the committee's duties and responsibilities.

Mr. Call clarified that:

- New construction of parks in underserved areas was included in the IST funding eligibility.
- About \$30 million of the \$130 million park funding was designated for new park development, and about \$100 million was for infrastructure refurbishment.
- \$1 million was currently available for the park, and \$4.9 million would be available for future development.

Frank Lewis asked about the organizational relationship between Parks & Recreation and the Greater Boca Raton Beach & Park District (District).

Mr. Call said that:

- The District was a separate taxing district that was formed about 30 years ago to provide additional park and beach space for the City of Boca Raton (Boca Raton) residents.



## 5. – CONTINUED

- Parks & Recreation financially contributed to some parks that were funded by the District.
- The District could not discriminate against nonresidents of Boca Raton who wanted to use the parks.

Christine Thrower stated that Boca Raton residents, not unincorporated county residents, paid District taxes.

Mr. Hamilton said that:

- Playgrounds in the City of Boynton’s western portion and John Prince Park were recently completed resurface replacement projects.
- A Kreuzler Park restroom, a Lake Lytal activity center playground, and several other projects were almost completed.
- Almost half of the FY 2017/2018 projects were related to playgrounds or sports lighting.
  - The existing light poles would be retrofit with LED bulbs.

## 6. BUDGET TRANSFERS

### Type 1

#### 6.a. Parks, JPP Osborne Boundless Playground Surface Replacement: \$8,161

Ms. Brown said that the project was completed, and the remaining funds would go into reserves, which did not require committee approval.

## 7. OTHER COMMITTEE BUSINESS

In response to a question regarding resurfacing projects being on schedule, Mr. Carrier confirmed the resurfacing projects were proceeding well.

**7. – CONTINUED**

Ms. Brown stated that the committee was in agreement to continue the practice of receiving project presentations in the future. She added that the committee would continue to meet quarterly and that the scheduled August meeting would be cancelled unless needed.

**8. ADJOURN**

**MOTION to adjourn the meeting. Motion by Christine Thrower, seconded by Debra Chandler, and carried 10-0. John Ahrenholtz, Maria Antuña, Leontyne Brown, Mark Elhilow, Mary Evans, Patrick Franklin, and Denise Palmatier absent.**

**At 10:57 a.m., the chair declared the meeting adjourned.**

APPROVED: 08/16/2018